

Louisiana Office of Telecommunications Management
Video Conferencing Backup Scheduling Form (OTM 27)
For "Ad Hoc" Sessions

Fax one (1) copy to the BellSouth Video Conferencing Center at 1-800-362-9137
To call the BellSouth Video Conferencing Center, dial 1-800-777-8805

Requested by _____ Telephone number _____
Return fax number _____ Today's date _____
Session name _____
Institution/agency name _____
Request ☐ New ☐ Change ☐ Cancel If change or cancel, list conference ID _____

First choice date _____ through end date _____
Central start time _____ ☐ am ☐ pm Central end time _____ ☐ am ☐ pm
Alternate choice date _____ through end date _____
Central start time _____ ☐ am ☐ pm Central end time _____ ☐ am ☐ pm

Optional

1. Maintaining same session length, the session may be started _____ minutes earlier or _____ minutes later to avoid scheduling conflicts.
2. Session may be shortened by adjusting start time _____ minutes later or end time _____ minutes earlier to avoid scheduling conflicts.

Comments _____

Type of session ☐ Point-to-point ☐ Multi-point ☐ Guest Video speed _____

Optional features ☐ Audio add-on ☐ T.120 ☐ Monitored/attended option ☐ Continuous presence

Originating host site name (as listed in Web Scheduler)

1. _____

Receiving sites (as listed in Web Scheduler)

2. _____ 3. _____

4. _____ 5. _____

6. _____ 7. _____

8. _____ 9. _____

Note: Host site accepts responsibility for payment of all charges billed by BellSouth for non-BellSouth certified "Guest Sites."

Authorized customer signature _____ Date _____

To be completed by BellSouth:

Confirmed by: _____ Session ID: _____ Return fax date: _____

Scheduled: ☐ 1st choice at time ☐ Alternate choice at time